



Service Driven

e-Services
Mechanic
School -
New Users



Payments and Fees

Calculate Fees or Make Payments

- > [Pay Invoice](#)
- > [Pay Record Lookup Invoice](#)
- > [Registration Fee Calculator](#)
- > [Renewal Fee Calculator](#)
- > [Plate Transfer Fee Calculator](#)



Notary Services

Notary Services

- > [Notary Application](#)
- > [Notary Public Search](#)



IRP

Perform IRP related transactions.

- > [Trip Permits](#)
- > [IRP Services](#)



Business Services

Apply for a variety of business services or manage your existing business accounts online.

- > [BAIID Manufacturers](#)
- > [Dealer Services](#)
- > [Driver Education and Testing Businesses](#)
- > [Lienholder and Provider Services](#)
- > [Repair Facility Services](#)
- > [Business Login to Manage Vehicles](#)



Additional Services

Apply for select professional licenses and manage account and payment information for business accounts.

- > [Custodian Services](#)
- > [EFT Management & Miscellaneous](#)
- > [Fleet Services](#)
- > [Record Sales Services](#)
- > [Mechanic Services](#)
- > [Salvage Vehicle Inspector](#)



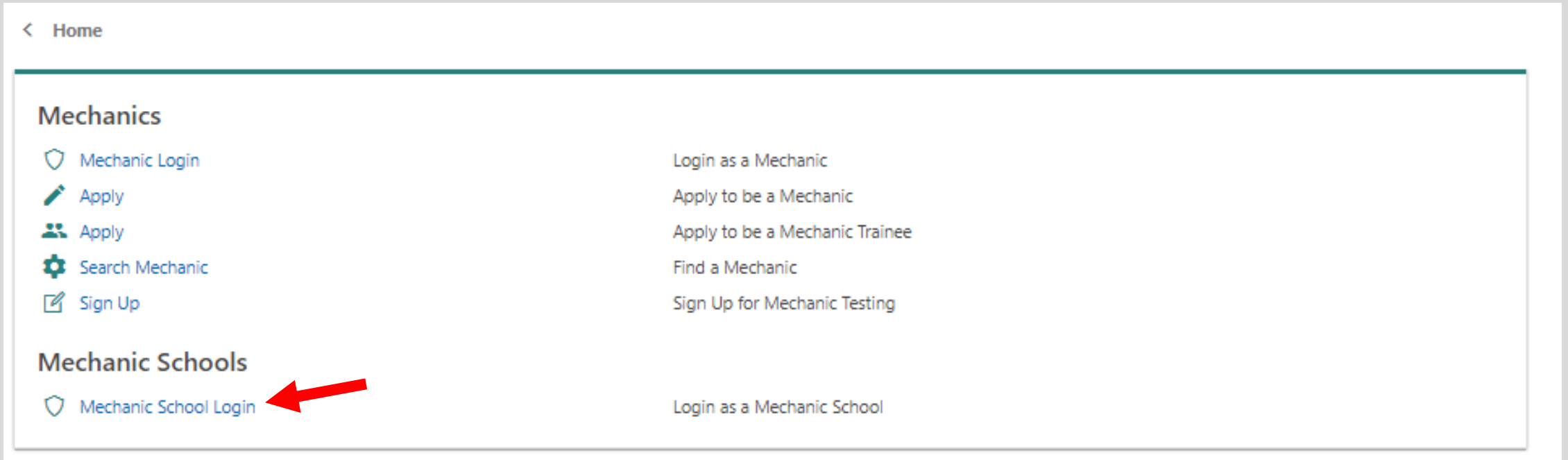
Law Enforcement

Request vehicle related documents.

- > [Replace a Bill of Sale \(TR-52L\)](#)
- > [Request Certificate of Scrapping \(TR-208\)](#)

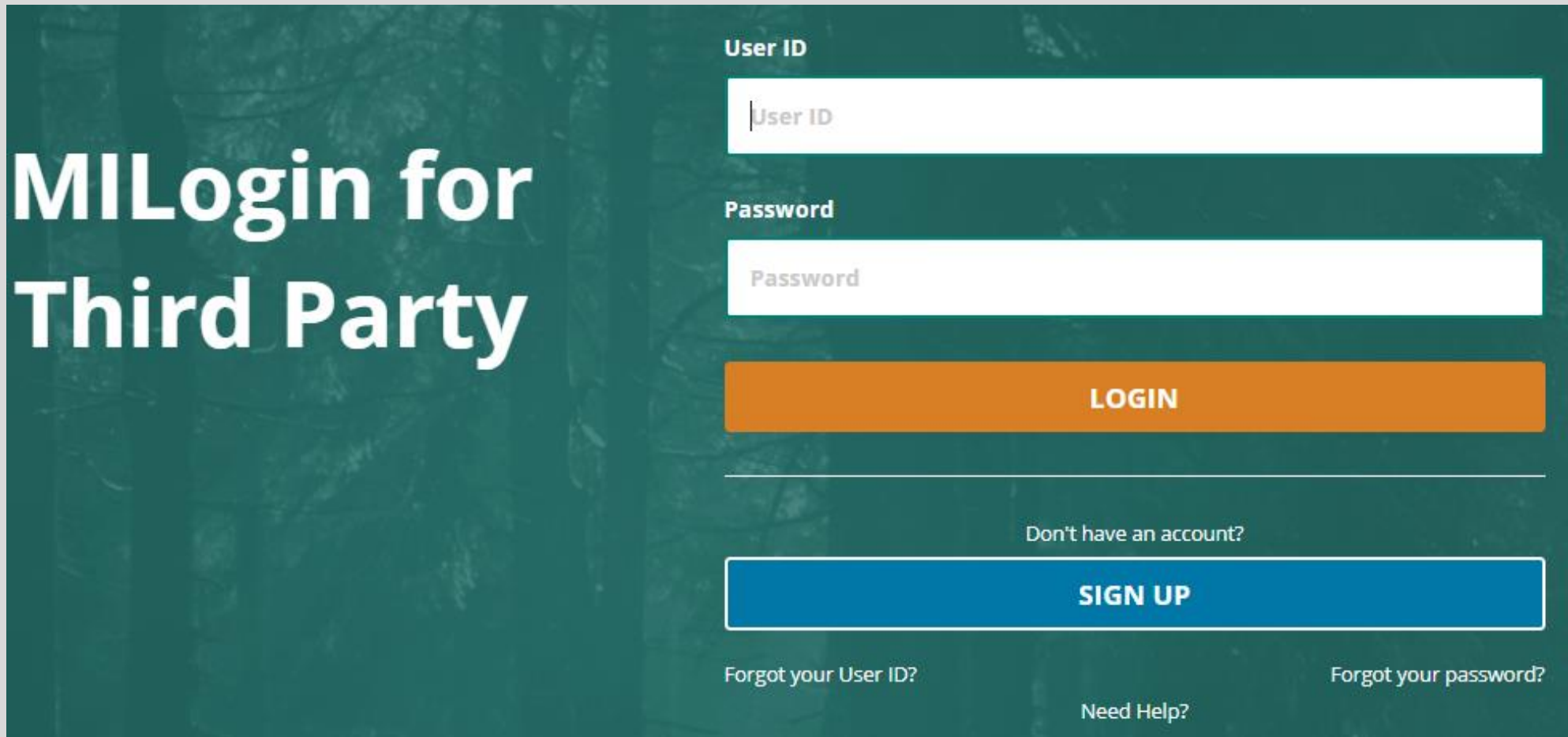
Navigate to the Michigan Department of State (MDOS) website to access CARS e-Services and select the **Mechanic Services** hyperlink.

Select the **Mechanic School Login** hyperlink.



You must have an account with the State of Michigan MILogin system.
Select the **Sign Up** button if you **DO NOT HAVE** a “MILogin for Third Party” account.

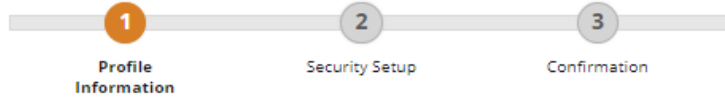
Enter your **User ID** and **Password** if you have a Third Party MILogin account (and skip to slide #7).



The image shows a login and sign-up interface for the Michigan MILogin system. On the left, the text "MILogin for Third Party" is displayed in large white font against a dark teal background. On the right, there is a white form with the following elements:

- User ID** label above a white input field containing the placeholder text "User ID".
- Password** label above a white input field containing the placeholder text "Password".
- An orange **LOGIN** button.
- A horizontal line separator.
- The text "Don't have an account?" above a blue **SIGN UP** button.
- At the bottom, three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?".

Create Your Account



Profile Information

Enter your profile information

* Required

* First Name	Middle Initial	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Email Address	* Confirm Email Address
<input type="text"/>	<input type="text"/>

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

* Work Phone Number	Mobile Number
<input type="text"/>	<input type="text"/>

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

* Verification Question: Which word from list "carload, exact, assail, portfolio" contains the letter "p"?

☐ I agree to the [terms & conditions](#).

NEXT	RESET
------	-------

Enter your profile information as prompted. Fields with a red asterisk are required.

Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

Enter a User ID

* Password

Enter password

* Confirm New Password

Confirm password

User ID Guidelines:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.
- User ID cannot contain space.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@~^&* _+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

* Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



Email



Mobile
(Text/SMS)



Security
Questions

CREATE ACCOUNT

BACK

Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.

To continue, you must have your *authorization code*. If you do not have one, communicate with the Authorized Requester/Account Manager to obtain an access code. Select the **Add Account Access** hyperlink.

Access Requests

 [Request Code](#)

Request an Account Authorization Code

 [Add Account Access](#)

Enter Your Account Authorization Code to Gain Account Access



Enter your authorization code that you received by email or mail and then select the **Next** button.

< Account Access Options

Add Account Access

Access

Authorization Code

Authorization Code


Enter your account authorization code

User ID: Mechanic School

Account Authorization Code

Cancel

< Previous **Next** >



Add Account Access

Access

Authorization Code

Account Info

Account Info

Logon Information

User ID: Mechanic School

Enter your account information

Enter your Mechanic School ID *

Required

3 digits. Example: 123

Cancel

< Previous

Next >

Enter your
**Mechanic School
ID** and select the
Next button.

Make sure to agree to the **Terms & Conditions** by selecting the checkbox or you won't be able to continue.

< Account Access Options

Add Account Access

Access


Authorization Code

Account Info

Account Info

Email


Email

 Email for Notifications

You will be notified via email when new messages are posted to your account(s).

Email Address Confirm Email Address

testemail@testemail.com testemail@testemail.com

 Access Terms Agreement

☐ I Agree to the Access Terms & Conditions *

Cancel

< Previous **Next** >

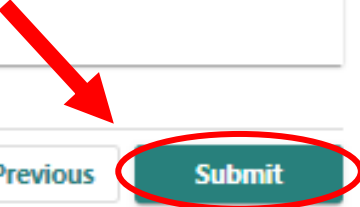
If all of the information is correct, select the **Submit** button.

< Account Access Options

Add Account Access

Access	Username : Mechanic School
Authorization Code	Action : Adding Account Access
Account Info	Account Type : Mechanic School
Account Info	E-Mail Address : testemail@testemail.com
Email	
Summary	

Cancel < Previous **Submit**



Congratulations, you have reached your CARS e-Services business account “springboard.” This is where you will view and manage your business accounts associated with the Michigan Department of State. Always remember to log off when you are finished.

MECHANIC SCHOOL

020

7064 CROWNER DR

DIMONDALE MI 48821-5003 EATON COUNTY

Request Access

Request Code

Add Account Access

Request an Authorization Code

Use an Authorization Code to Add Account Access

Welcome, John Doe

Manage My Profile

Summary

Action Center

Settings

More...

Mechanic School

MECHANIC SCHOOL

7064 CROWNER DR

DIMONDALE MI 48821-5003 EATON COUNTY

Account

000007026-01

Balance

\$0.00

> Sign Student Up For Testing

> Begin Testing

> Create Student Test Signup Link

> Print Report of Test Signups